



FEE WAIVER & PAYMENT POLICY 2015-2016

TEST FEE WAIVER POLICY

SAT and ACT EXAMS

- Scholarship Central does not pay for SAT and ACT registration fees.
- Foster students, students on free/reduced lunch or from low-income families should qualify for up to two (2) free waivers each for ACT, SAT Reasoning and SAT Subject tests.
- To order waivers for the SAT test call College Board at 866-756-7346. You may need to be persistent to convince the rep of the need. Check with guidance staff before ordering.
- To order waivers for the ACT test, call ACT at 319-337-1270. Check with guidance staff before ordering.

AP, PSAT, EXPLORE, PLAN EXAMS, and CSS Profile

- Scholarship Central does not assume the cost of these exams/applications nor do we provide waivers.

COLLEGE APPLICATION FEE WAIVER POLICY

COLLEGE APPLICATION FEE WAIVERS:

- If you are uncertain whether the college accepts a waiver for an application fee, check College Board's *College Handbook*, or the college's website. If no information is available, contact the college.
- In order to qualify for a college application fee waiver, students must qualify for free/reduced lunch **OR** meet Scholarship Central income guidelines below :

Size of Family Unit as Reported on the FAFSA	Parent AGI
1	\$35,010
2	\$47,190
3	\$59,370
4	\$71,550
5	\$83,730
6	\$95,910
7	\$108,090
8	\$120,270
For each additional person, add \$12,180	

- There is NO GPA requirement for waivers.
- There is a maximum of seven (7) waivers per student.
- There is no deadline.
- **COLLEGE APPLICATION FEE PAYMENTS:** Scholarship Central no longer pays college application fees.

COLLEGE DEPOSIT WAIVER & FEE POLICY

Scholarship Central will pay up to \$200 in fees per student to ONE COLLEGE (providing the funding is available). These are the types of fees which can be paid:

- Acceptance Fee
- Admissions Deposit
- Commitment Fee
- Enrollment Fee
- Housing Deposit
- Housing Application Fee
- Matriculation Fee
- Orientation Fee (for student only)
- Student Fee
- Tuition Deposit

When discussing this service with families, please remember the following:

- Make no promises.
- The service is subject to the availability of funding. If funding runs out, no more requests can be accepted. Fee payment requests will be processed on a first-come first-served basis.
- Do not quote the \$200 amount. Instead say “we may be able to pay all or part of a deposit” and address the amount at the time the student requests the fee payment. If the deposit is more than \$200, the student must provide a check or money order payable to the college for the balance. This needs to be submitted to Heather Sands with the other paperwork or the payment will not be processed.
Incomplete forms will be returned to the advisor.
- Stress that after your last scheduled day in the school, no fee payments can be made.
- The Advisor must call the college first to ask if the deposit/fee can be waived or deferred. If a college will only defer a fee, Scholarship Central will pay it as a service to eligible students. **No fees will be paid to proprietary schools. No fees will be paid after the advisor’s last day at the school.**
- All information needs to be entered into CollegePath before paperwork is submitted to Heather Sands. Please allow two weeks from receipt of request by the downtown office for check to be mailed.
- Reimbursement will be handled on a case-by case basis. Any questions should be directed to your supervisor.

WHO’S ELIGIBLE?

- Student must be Pell eligible and
- Have a cumulative GPA of at least 3.0 and
- Have filed the FAFSA after January 1 of senior year

WHAT DOCUMENTATION DO YOU NEED?

- 1) Fee payment Voucher Form found at *Advisor Portal/Scholarship Central Forms and Templates/In-School Advising/Voucher for Payment Form Dec. 2013* (filled out entirely- if any information is left blank, the request form will be returned to the advisor)
- 2) Documentation from college/university stating fee amount
- 3) Copy of SAR or confirmation of FAFSA submission including the EFC
- 4) Check or money order payable to the college for the balance over \$200, if applicable

HOW MUCH FUNDING DO WE HAVE?

FUNDING AVAILABLE FOR FEE PAYMENTS IN 2014-2015

CMSD	SUBURBAN & PAROCHIAL (including Highland, Avon)	Cleveland Central Catholic and Washington Park	LORAIN	SHAW (Upward Bound)	TOP 50
\$8,000	\$8,000	\$1,250	\$2,000	\$10,000	Contact Martha Basile

WHAT'S THE PROCESS FOR SUBMITTING A FEE PAYMENT REQUEST?

There are 2 ways to submit Fee Payment Requests:

- 1.) Fee payment requests can be emailed to Heather Sands if all the forms and supporting documents are complete and included.
- 2.) Fee payment requests can also be dropped off at the Scholarship Central. **This service is available Monday through Friday from 8:00-8:30 a.m. and 3:00-4:00 p.m. ONLY.** Please give the staff member at least one hour's notice that you will be coming downtown to do a drop-off. These people are available to meet you for a drop-off:

Please contact them in this order:

1. Heather Sands 740-453-5192
2. Abby Anderson 740-453-5192
3. Katie Mccarty 740-453-5192

Sample Log-in Sheet:

STUDENT NAME	HIGH SCHOOL	ADVISOR NAME	DATE RECEIVED	TIME RECEIVED	Received by

Thank you for your cooperation as we work to serve students in the most efficient and cost-effective way possible!